

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL,
APEA/AFT (AFL-CIO)

SICK LEAVE BANK PROCEDURES

I. PURPOSE

The purpose of the TOTEM Association Sick Leave Bank Procedures is to provide a format for which paid leave may be provided to employees who have unusual circumstances regarding personal health problems requiring leave for an extended period of time and who have used all their leave.

II. ELIGIBILITY

- A. An employee shall contribute annually to the Sick Leave Bank.
- B. An employee has exhausted all available leave, including any accrued comp or flex time.
- C. A minimum of five (5) consecutive day's absence.
- D. Employee eligibility is based on length of employment.
 - 1. Probationary: Ineligible until probation period has been met.
 - 2. 91 days – One (1) Year – Five (5) standard workdays or 40 hours, whichever is less in a 12 month period.
 - 3. One (1) – Three (3) Years: Fifteen (15) standard workdays or 120 hours, whichever is less in a 12 month period.
 - 4. Three (3) – Five (5) Years: Twenty-five (25) standard workdays or 200 hours, whichever is less in a 12 month period.
 - 5. Five (5) Years or More: Thirty (30) standard workdays or 240 hours, whichever is less in a 12 month period.
- E. An employee must be on active pay status with the District.
- F. Hours can only be drawn for employee's regularly scheduled workdays.
- G. Vacation ("V") days which are not scheduled workdays will not be considered.
- H. Cashed out leave will be considered on an individual basis and may be deducted from any Bank award in the same calendar quarter in which leave was cashed.

III. DEFINITION

"Unusual Circumstances" shall be defined as any serious physically or emotionally debilitating illness of the employee, which results in prolonged absence for therapy or treatment.

- 1. Intermittent absences for therapy or treatment related to a previous illness that have met the initial five (5) day absence requirement will be considered on an individual basis, provided the request is supported by a physician's/psychiatrist's statement.
- 2. Pregnancy is not considered an "unusual circumstance" but will be considered under the Procedures established.

IV. PARTICIPATION

- A. An employee accruing leave shall contribute three (3) hours annually to the Sick Leave Bank. The contribution to the Bank will occur automatically through payroll deduction during October of each school year or during the first 90 calendar days of employment. If the Bank drops below 2000 hours, an additional three (3) hours of annual leave shall be contributed to the Bank.
- B. Unused hours donated to the Bank shall be cumulative from year to year.
- C. Employees electing not to join the Bank will inform Human Resources in writing within ten (10) workdays after the initial hire date. Refusal to join the Bank will bar the employee from membership in, or benefits from, the Bank for the period of employment with the District unless written notification from the employee, to Human Resources, is received during the open enrollment period, September 1-10 of each school year.
- D. Employees electing to withdraw from the Bank will inform Human Resources in writing before July 1.

V. REQUEST

- A. Requests to the Bank must be made on the ASD Leave Bank Application Form, #1385 and forwarded along with an ASD Leave Request Form, #101 and a physician's/psychiatrist's statement to Payroll.
- B. The physician's/psychiatrist's statement must include verification of a serious physical or emotional debilitating illness, a treatment plan, the period of time the employee will be unable to report for duty, and the date the employee will return to work.
- C. Requests must be received in Payroll seven (7) workdays in advance of the next scheduled check release date. Applications not received by that deadline will not be considered until the following pay period
- D. The request for sick leave from the Bank is subject to approval by the TOTEM Sick Leave Committee.

